

**Department of Health and Human Services
Health Care Financing Administration
Operational Policy Letter #100
OPL99.100**

You may download this OPL (including Chapter 3 and all exhibits) in [WordPerfect 6.1](#) or in [PDF format](#) viewable in Adobe Acrobat.

Date: August 9, 1999

To: M+C Organizations

Effective Date: January 1, 2000

Note: For all Medicare+Choice Organizations, this OPL replaces policies outlined in [OPL 7](#), [OPL 15](#), [OPL 25](#), and [OPL 73](#)

January 27, 2000 NOTE: Sections 3.3.1-3.3.3 of this OPL are replaced by [OPL 113](#).

Summary:

This OPL is based on the requirements outlined in the Medicare +Choice Interim Final Rule with Comment Period (IFC) published in the Federal Register on June 26, 1998. Any changes in requirements that may result from public comments received on the IFC will be outlined in the Final Rule (to be published by HCFA later this year) and may result in additional clarifications as necessary. Updated instructions for plans that will continue to operate under § 1876 rules (e.g., cost plans) will be provided at a later date; these plans should continue to follow instructions in Pub. 75 and 42 CFR 417 until further notice is given.

Please note: the instructions contained in this OPL will become the Enrollment and Disenrollment Policies Chapter of the Medicare Managed Care Manual, upon the publication of the Manual. As a result, this OPL contains some references to other chapters of the upcoming Manual, even though the chapters are not included in this OPL. In order to provide you with the most comprehensive document on enrollment and disenrollment instructions, we have chosen to retain the format of the Enrollment Chapter without deleting references to these other chapters.

In addition, the exhibits contained in this OPL are model letters and forms related to enrollment in and disenrollment from M+C plans. M+COs are not required to use the language contained in these models verbatim. However, M+COs are encouraged to use the language verbatim as it coincides with the policies outlined in this OPL, and use of the language will expedite the clearance process that applies to all M+CO marketing materials.

Policy:

Attached. M+COs must comply with these instructions as of January 1, 2000. We recognize that within the next few months, M+CO's will be at various points of "locking" their information systems from any further modifications for the remainder of the calendar year to prepare for Y2K compliance reviews. If this situation applies please contact your Regional Office for an extended implementation period not to exceed February 1, 2000.

Expiration Date:

Upon Publication of the Enrollment/Disenrollment Policies Chapter of the Medicare Managed Care Manual or any other OPL specifically designated to replace this OPL.

Contact:

HCFA Regional Office Managed Care Staff

This OPL was prepared by the Center for Beneficiary Services

Chapter 3 -- Enrollment and Disenrollment Policies

TABLE OF CONTENTS

Sec 1	Sec 2	Sec 3	Sec 4	Sec 5	Sec 6	Sec 7	Exhibits
-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	--------------------------

[1.0 -- Definitions](#)

[2.0 -- Eligibility for Enrollment](#)

- 2.1 -- Entitlement to Medicare Parts A and B
- 2.2 -- ESRD
- 2.3 -- Permanent Residence in Service or Continuation Area
- 2.4 -- Completion of Enrollment Forms
- 2.5 -- Agreeing to Abide by M+CO Rules
- 2.6 -- Grand fathering of Members on January 1, 1999
- 2.7 -- Eligibility and the Hospice Benefit
- 2.8 -- Continuation of Enrollment Option
- 2.9 -- Additional Eligibility Requirements for M+C Religious Fraternal Benefit Plans
- 2.10 -- Eligibility Requirements for Medicare MSA Plans

[3.0 -- Election Periods](#)

- 3.1 -- Annual Election Period
- 3.2 -- Initial Coverage Election Period
- 3.3 -- Open Enrollment Period (OEP)
 - 3.3.1 -- OEP in 1999-2001
 - 3.3.2 -- OEP in 2002
 - 3.3.3 -- OEP in 2003 and beyond
 - 3.3.4 -- Open Enrollment for Newly Eligible Individuals
- 3.4 -- Special Election Period (SEP)
 - 3.4.1 -- SEPs for Permanent Moves
 - 3.4.2 -- SEPs for Contract Violation
 - 3.4.3 -- SEPs for Nonrenewals or Terminations
 - 3.4.4 -- SEPs for Exceptional Conditions
 - 3.4.5 -- SEPs for Beneficiaries Age 65 (To Be Provided At A Later Date)
- 3.5 -- Effective Date of Coverage
- 3.6 -- Effective Date of Voluntary Disenrollment
- 3.7 -- Election Periods and Effective Dates for Medicare MSA Plans

4.0 -- Enrollment Procedures

- 4.1 -- Completion of Enrollment Form
 - 4.1.1 -- When Enrollment Form is Incomplete
- 4.2 -- Information Provided to Member
- 4.3 -- Format of Enrollment Forms
- 4.4 -- Processing Enrollment Forms
- 4.5 -- Enrollment Processing During Closed Periods
 - 4.5.1 -- Procedures After Reaching Capacity
 - 4.5.2 -- Procedures After Closing During The OEP
- 4.6 -- Enrollments Not Legally Valid
- 4.7 -- Enrollment Procedures for Medicare MSA Plans

5.0 -- Disenrollment Procedures

- 5.1 -- Voluntary Disenrollment by Member
- 5.2 -- Required Involuntary Disenrollments
 - 5.2.1 -- Members Who Leave The Service or Continuation Area

- 5.2.2 -- Loss of Entitlement to Part A or Part B
- 5.2.3 -- Death
- 5.2.4 -- Terminations/Nonrenewals

5.3 -- Optional Involuntary Disenrollments

- 5.3.1 -- Failure to Pay Premiums
- 5.3.2 -- Disruptive Behavior
- 5.3.3 -- Fraud and Abuse

5.4 -- Processing Disenrollments

- 5.4.1 -- Voluntary Disenrollments
- 5.4.2 -- Involuntary Disenrollments

- 5.5 -- Disenrollments Not Legally Valid
- 5.6 -- Disenrollment of Grand fathered Members
- 5.7 -- Disenrollment Procedures for Medicare MSA Plans

6.0 -- Additional Election Procedures

- 6.1 -- Submission of Election Information to HCFA
- 6.2 -- Who May Sign an Election Form
- 6.3 -- Storage of Election Forms
- 6.4 -- Medicare MSA Plans

7.0 -- Post-Enrollment Activities

- 7.1 -- Multiple Transactions
- 7.2 -- Cancellations
 - 7.2.1 -- Cancellation of Enrollment
 - 7.2.2 -- Cancellation of Disenrollment
- 7.3 -- Reinstatements
 - 7.3.1 -- Reinstatements for Disenrollment Due to Erroneous Death Indicator or Due to Erroneous Loss of Part A or Part B Indicator
 - 7.3.2 -- Reinstatements Due to Mistaken Disenrollment Made By Member
- 7.4 -- Retroactive Enrollments
- 7.5 -- Retroactive Disenrollments
- 7.6 -- Retroactive Transactions for Employer Group Members

7.6.1 -- EGHP Retroactive Enrollments

7.6.2 -- EGHP Retroactive Disenrollments

7.7 -- Election of the Continuation of Enrollment Option

7.8 -- Medicare MSA Plans

EXHIBITS

- Exhibit 1: Model: Individual Enrollment (or "Election") Form
- Exhibit 2: Model: Employer Group Health Plan Enrollment (or "Election") Form
- Exhibit 3: Model: Abbreviated Enrollment (or "Election") Form
- Exhibit 4: Model: Acknowledgment of Receipt of Completed Enrollment Form
- Exhibit 5: Model: Request for Information
- Exhibit 6: Model: Confirmation of Enrollment
- Exhibit 7: Model: Denial of Enrollment
- Exhibit 8: Model: HCFA Rejection of Enrollment
- Exhibit 9: Model: Sending Out Disenrollment Form
- Exhibit 10: Attachment to Exhibit 9 (Model Disenrollment Form)
- Exhibit 11: Model: Acknowledgment of Receipt of Voluntary Disenrollment Request Received from Member
- Exhibit 12: Model: Confirmation of Voluntary Disenrollment Identified Through Reply Listing
- Exhibit 13: Model: Notification of Disenrollment Due to Death
- Exhibit 14: Model: Notification of Disenrollment Due to Loss of Part A and/or Part B Coverage
- Exhibit 15: Model: Offering Beneficiary Services, Pending Correction of Erroneous Death Status
- Exhibit 16: Model: Offering Beneficiary Services, Pending Correction of Erroneous Part A or Part B Termination
- Exhibit 17: Model: Offering Reinstatement of Beneficiary Services, Pending Correction of Disenrollment Status Due to Enrolling in Another M+CO
- Exhibit 18: Model: Closing Out Request for Reinstatement
- Exhibit 19: Model: Failure to Pay Plan Premiums - Advanced Notification of Disenrollment or Reduction in Coverage
- Exhibit 20: Model: Failure to Pay Plan Premiums - Notification of Involuntary Disenrollment
- Exhibit 21: Model: Failure to Pay Plan Premiums - Confirmation of Involuntary Disenrollment

Exhibit 22: Model: Failure to Pay Plan Premiums - Notice of Reduction in Coverage

Exhibit 23: Model: Medicare MSA Plan Enrollment Form

Exhibit 24: Model: Medicare MSA Trustee/Custodian Account Application

OPL100	Sec 1	Sec 2	Sec 3	Sec 4	Sec 5	Sec 6	Sec 7	Exhibits
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